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# PODCASTING II

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**SPRING 2009**



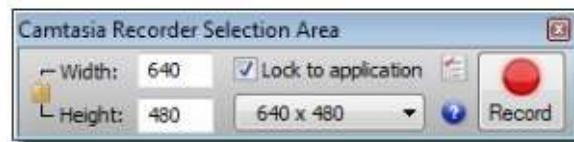
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# CAMTASIA STUDIO

- Another software that can be used for podcasting is called **Camtasia Studio**.
  - Unlike Audacity, this software supports both audio and video.
  - However, this software is not free.
  - A fully functional 30-day trial version can be downloaded from their website:
    - [www.techsmith.com](http://www.techsmith.com)
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# USING CONSISTING DIMENSIONS

- A very important consideration is to make sure that we use the same resolution when we record, edit, and produce.



Record = 640 x 480



Edit = 640 x 480



Produce = 640 x 480

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# SMARTFOCUS

- It is a new feature introduced in Camtasia Studio 5.
  - It automatically inserts zoom key frames to the timelines based on:
    - Cursor movement
    - Mouse clicks
    - Text entry
    - Windows opening
    - Etc.
  - For best results
    - Use slow mouse movements
    - Place cursor in area of focus on your screen during recording.
  - NOTE: You will not see SmartFocus working during each recording (it gathers data behind the scenes).
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# SMARTFOCUS (CONT.)

- In the **Project Settings** window, below the **Presets** section, you will see the **Resizing Options**.
  - Make sure that you have the **...apply SmartFocus** option selected.
  - This will make sure that your entire timeline uses SmartFocus.
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# USING CAMTASIA

## ■ Before recording:

- ❑ Make sure that the microphone icon is active if you are recording audio.
  - ❑ Make sure that the record camera icon is active if you are recording video as well.
  - ❑ Check the audio and/or video settings by clicking the **Camtasia Studio Recording options** icon.
  - ❑ Have the application you plan to record open and ready on the desktop prior to starting the Camtasia Recorder.
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# AUTO ADJUSTING MICROPHONE VOLUME



■ Follow these steps:

1. In PowerPoint, click on the **Camtasia Studio recording options** icon. The Camtasia Studio Add-in options window appears.
2. In the **Video and Audio** section, click the **Advanced** button. The Advanced Video and Audio Setup window appears.
3. Click the **Audio Setup Wizard** button. The Audio Setup Wizard window appears.
4. Click **Next**.
5. Click the **Auto-Adjust Volume** button. Then proceed to read the presented text. It must be read in a clear and firm tone of voice.
6. Click **Finish** once the microphone volume has been adjusted.
7. Click **OK** twice.

# USING CAMTASIA TO RECORD THE FULL SCREEN

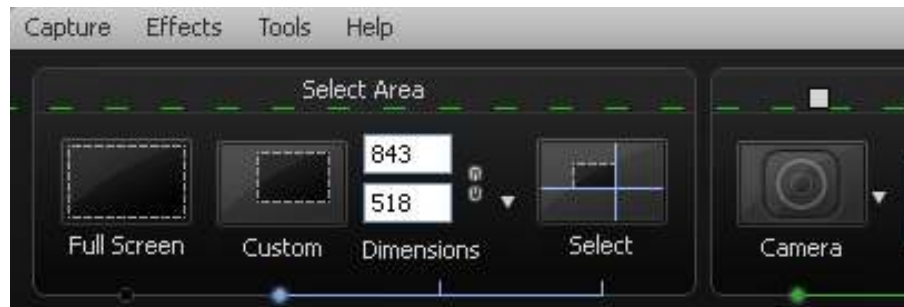
- Follow these steps:
  1. Open Camtasia Studio.
  2. Select **Record the Screen**. The Camtasia Recorder window appears.
  3. Click the arrow to the right of the **Audio** button and click options to set up options for the microphone (device itself, volume, etc.)
  4. Click **Camera** and then click the arrow to its right and click **Options** to set up options related to the web cam.



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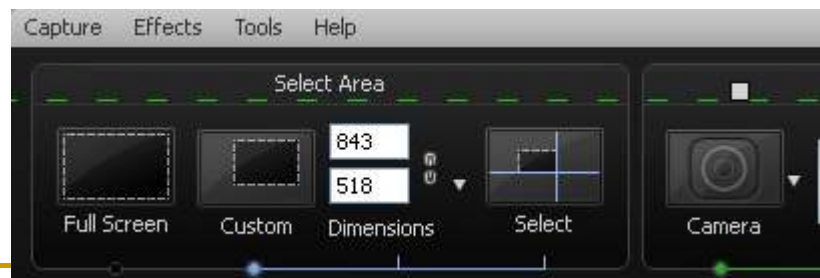
# USING CAMTASIA TO RECORD THE FULL SCREEN (CONT.)

5. In the **Select Area** section, click either **Full Screen** or **Custom**. If you select custom, you may select the area of the screen to record.
6. Move the mouse to the outer edge of the screen to encase in a red border the entire screen as the area to be recorded.
  - Try moving to different locations on the screen, so see what is encased in a red border, which represents the recording area.
7. Click the mouse button to select the area. A crosshair appears. The Camtasia Recorder Selection Area dialog box appears.



# USING CAMTASIA TO RECORD THE FULL SCREEN (CONT.)

8. Select the desired resolution and click the record button or press **F9** to start recording.
9. Press **F9** to pause/resume the recording and **F10** to stop it.
10. Once that you stop, Camtasia launches a preview of your recording.
11. When you close it, it prompts you to save it. If you don't want to save it, click **Cancel**. Otherwise, give it a name, a location and click **Save**.
12. You can then proceed to edit or produce the recording, even to do a new recording.



# PRACTICE #1

1. Create a two minute full-screen recording that demonstrates how to search for files in windows. Try to find a word document, an excel spreadsheet, a PowerPoint presentation and a text file.
  - Make sure that audio is supported.
2. Save your Recording as **FullScreen Search Lecture**.
3. Edit your recording, and save the project as **FullScreen Search LectureP**.



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# USING CAMTASIA TO RECORD AN APPLICATION

1. In the task list section, click **Make a Recording**.
  2. Do steps 5-7 of the section about recording full screen, but select the application instead.
  3. Once that the application is selected, make sure that the **Lock to application** checkbox is selected.
  4. Select a resolution. The following are some suggestions for sizes made by Camtasia:
    - ☐ 640 x 480 is good for websites
    - ☐ 320 x 240 is good for iPods
    - ☐ 800 x 600 is good for CD productions
    - ☐ 400 x 300 is good for Blogs
  5. Select the desired resolution and click the record button or press **F9** to start recording.
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# USING CAMTASIA TO RECORD AN APPLICATION (CONT.)

5. Press **F9** to pause/resume the recording and **F10** to stop it.
6. Once that you stop, Camtasia launches a preview of your recording.
7. When you close it, it prompts you to save it. If you don't want to save it, click **Cancel**. Otherwise, give it a name, a location and click **Save**.
8. You can then proceed to edit or produce the recording, even to do a new recording.

- **NOTE:** It is recommended to use F9 to pause/resume in order to avoid “nasty cursor jumps” if you need to move to a different area of the application, but you don't want that to appear in the recording.
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# PRACTICE #2

1. Create a two minute application recording that demonstrates how to use search engines in a Web browser.
  - ❑ Use any search engine that you prefer and type a keyword or phrase related to your topic of interest.
  - ❑ Make sure that audio is supported.
  - ❑ Illustrate 2 or 3 different examples.
2. Save your Recording as **App SEngine Lecture**.
3. Edit your recording, and save the project as **App SEngine LectureP**.



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# USING CAMTASIA WITH POWERPOINT



- Follow these steps:
    1. Open Camtasia Studio.
    2. Select **Record PowerPoint**. A new window appears. If it doesn't show up, go to PowerPoint.
    3. Browse until you find the PowerPoint presentation that you want to use to record.
    4. Open your PowerPoint Presentation. You will notice a new toolbar with a new set of icons
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# RECORDING A PRESENTATION IN CAMTASIA

1. Click the **Record** icon in the **Camtasia Studio** toolbar.
    - ❑ It automatically runs the presentation displaying the first slide.
    - ❑ It displays in the bottom right corner a Camtasia Studio small window.
  2. Click the button that says “**Click to begin recording**” to begin the presentation recording.
  3. After moving beyond the last slide, **click button to stop recording**.
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# RECORDING A PRESENTATION IN CAMTASIA

4. When you reach the end of the presentation, it prompts you to continue or to stop with the presentation.
  5. After you click the stop button, the **Save Camtasia Recording** window appears.
  6. Browse to find a location to save your recording, or use the default location.
  7. Give your recording a name (.rec) or use the default name.
  8. Save your recording.
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# PRACTICE #3

1. Create a three-slide PowerPoint presentation about the topic of your choice (or use any previously created presentations).
2. Save your PowerPoint presentation.
3. Record yourself giving the PowerPoint lecture with Camtasia. Try not to exceed 2 minutes for the 3 slide presentation.



# EDITING AND PRODUCING RECORDINGS



- After you save your recording, the **Camtasia Studio for PowerPoint** window appears presenting the following options:
  - ❑ Select **Edit Recording**, if you want to fix some problems with the recording or enhance it.
  - ❑ Select **Produce Recording** if you are ready to convert your recording into a PC or Internet-ready media format.

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# EDITING A RECORDING

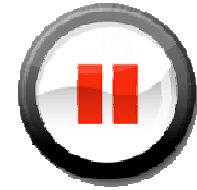
1. Select **Edit the Presentation** and click **OK**. This opens Camtasia Studio.
    - ❑ You will see your recording at the bottom of the screen.
    - ❑ It displays a graphical representation of the audio section of the recording.
  2. Once Camtasia Studio is open, it shows the **Project Settings** window with several options for the type of production that you are aiming for (Web, CD, Blog, iPod, All)
  3. Select the option where you intent to distribute.
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# EDITING A RECORDING (CONT.)



1. Click **Ctrl +** to Zoom in the recording.
  - ❑ In other words, the graph representing the audio will look bigger in the timeline.
2. Click **Ctrl -** to Zoom out the recording.
  - ❑ In other words, the graph representing the audio will look smaller in the timeline.

# EDITING A RECORDING



3. To edit a specific section of a recording:
  - ❑ Click on a specific time in the timeline bar. This marks the beginning of the section with a green arrow.
  - ❑ Click and drag the green arrow to select a section.
  - ❑ Click **Play/Pause** on the **Play** menu to listen to the selected section.
  - ❑ Cut any section that doesn't sound too good with the scissors button, or go to the **Edit** menu and then click **Cut Selection**.

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# SAVING A PROJECT

1. Click the **Save** button in the toolbar within **Camtasia Studio**. A new window appears.
  2. Type a name and select a location where to save your Camtasia project.
  3. Click the **Save** button.
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# PRACTICE #4

1. Edit your recording and eliminate any unnecessary silences.
2. Save your Project as <your initials>FirstProject



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# ADDING CALLOUTS

- Callouts are graphics that appear on top of a video.
  - Use callouts to draw attention to an important object or process on the screen.
  - Combined with text, callouts can give additional tutorial or instructional information.
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# ADDING CALLOUTS (CONT.)

1. Select the section of the recording where you want to place the callout.
  2. In the **Edit** section of Camtasia Task List, click **Callouts...**
  3. Click the button for **Add a Callout** (looks like a green plus sign).
  4. Select a shape from the available list.
  5. Select a fill color and border color.
  6. Add text inside the callout.
  7. Set some properties such as Fade In, etc.
  8. Click **OK**
  9. Click **Finished**
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## PRACTICE #5

1. Add one or more callouts to your Camtasia project. Experiment with the shapes, directions, color, timing, etc.
2. Re-save your Project.



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# IMPORT MEDIA

1. In the **Add** section of Camtasia Task List, click **Import Media**. The open window appears.
  2. Browse until locating the media file that you want to import.
  3. Click **Open**. This will add the media file to your project. However, it is not part of the timeline yet.
  4. Right-Click the icon that represents the media file. A pop-up menu appears.
  5. Click **Add to timeline**. This will put the media file in a separate track.
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# ADJUSTING VOLUME OF A SINGLE TRACK

- Sometimes you want to make a change to a track without affecting the others.
    - For example, if you have a background music track, you might want to decrease its volume to prevent interfering with your voice.
  - Follow these steps:
    1. At the bottom left of the screen, click on the **lock track** icon of any track that you want to remain unaffected from changes that you make.
    2. Go to the track that needs to be adjusted for the volume and click the icon that decreases the volume and play it back until you are satisfied with the outcome.
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# PRACTICE #6

1. Download and import the MP3 file to your Camtasia project.
2. Include it in the timeline.
3. Decrease the volume of the music track.
4. Re-save your Project.

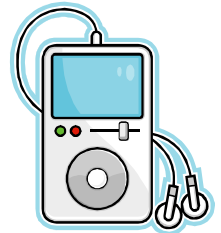


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# PRODUCING A PRESENTATION

1. In the **File** menu, click **Produce Video As...**. The **Production Wizard** appears allowing you to choose from a variety of formats such as:

- ☐ Realplayer
- ☐ Windows Media
- ☐ QuickTime
- ☐ AVI
- ☐ MP3 (audio only)
- ☐ Flash



2. Select a format from available options (i.e. Web, CD, etc.).
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# PRODUCING A PRESENTATION

4. Click **Next**
  5. Type a production name and select a location where it would be saved.
    - ❑ By default it will use the project name as the production name.
    - ❑ You can leave the other default options.
  6. Click **Next**. It displays the recommended production settings based on your choices.
  7. Click **Finish**. The Production will be generated.
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# PRACTICE #7



1. Produce your presentation as from **PowerPoint to Web**. Its name should be **<your initials>PP2Web**
  - John Henry = JHPP2Web
2. Listen to your production.
3. Produce your presentation as from **PowerPoint to Portable Media Device**. Its name should be **<your initials>PP2MD**.
4. Listen to your production.
5. Upload your production to the class wiki.

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# MULTIMEDIA GUIDELINES FOR RECORDING PODCASTING

- There are some additional materials that have been prepared by NJIT Media Services explaining the dos and don'ts of recording podcast files for education.
    - For Video Presentations, there are videos explaining these issues and they can be found at:
      - <http://media.njit.edu/guide/visuals.htm>
    - For Audio Presentations, there are pictures demonstrating how to change some audio settings and they can be found at:
      - <http://media.njit.edu/guide/audio.htm>
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# GUIDELINES FOR CREATING PODCASTING

## MATERIALS FOR EDUCATION

- These materials are the theory and the course concepts that don't change from semester to semester, and should be the focus of your online lecture.
- After you have identified the information you feel is essential for your course, you should begin to organize it into units that are a series of 20-minute lectures.
- These units are commonly referred to as "chunks" and the process is referred to as "chunking".
- Chunking has the following benefits:
  - ❑ DL Students need to control their "Class Time," which is why they chose the DL format.
  - ❑ Students may "chunk" your course themselves and become confused if they miss an important concept.
  - ❑ It makes it easier for you, the instructor, to modify a section should the need arise.
  - ❑ No one wants to stare at a computer screen for any great length of time.

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# GUIDELINES FOR CREATING PODCASTING MATERIALS FOR EDUCATION

- After you have "chunked" your material into 20-minute units, then the next step in preparing DL course material is to decide how to create the audio / video instructional materials needed to support your course.
- You may be able to create these materials on your own, but it is recommended that you consult with your IT personnel, especially if this is the first time that you do this process.



# GUIDELINES FOR CREATING PODCASTING



## VIDEO MATERIALS FOR EDUCATION

- Visual support material, such as PowerPoint slides that look fine projected on a large classroom screen, are often unsuitable for eLearning applications.
- When these electronic lectures are created, the images are compressed to a 448x336 image.
- The compression process that the images go through tends to affect certain colors and fonts differently than others.
- **Guidelines for the fonts:**
  - ❑ Fonts should be of the Sans Serif nature (i.e. **Arial**, **Verdana**, or **Tahoma**).
  - ❑ Bulleted items should be a minimum of **26** points.
  - ❑ Titles on slides should be greater than 26 points.
  - ❑ Do NOT use pure **black** or any style of **RED**.
  - ❑ Lighter font colors such as **off-white** or **pale yellow** work best.

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# GUIDELINES FOR CREATING PODCASTING VIDEO MATERIALS FOR EDUCATION

## ■ Guidelines for the Backgrounds:

- ❑ Gradients, though attractive can "flare" in some video applications and look distorted.
  - ❑ Use solid dark colored backgrounds.
  - ❑ Do not use pure black or any style of RED and avoid patterned backgrounds.
    - Do not use white background with black font either (eye strain).
  - ❑ Use consistent style for background and font.
  - ❑ Avoid patterned backgrounds, because they can cause loss of video quality after compression.
  - ❑ On slides that contain charts, tables and diagrams, use a one color solid background.
  - ❑ Videos demonstrating this issue can be found at <http://media.njit.edu/guide/visuals.htm>
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# GUIDELINES FOR CREATING PODCASTING VIDEO MATERIALS FOR EDUCATION

## ■ Guidelines for the Slide Layouts:

- ❑ Avoid using “sounds” and animations, they may not translate
  - ❑ Don't over crowd a slide
    - It is better to have two or three legible slides than one illegible slide.\*
    - Use up to 6 bullets maximum or up to 3 bullets with subtext.
    - Remember, students will be looking at a much smaller window, so putting too much information on each slide will make reading difficult and less appealing.
  - ❑ Small graphics stretched to fill a slide will look poor.
  - ❑ Start every presentation with an introductory information page.
    - This slide would contain: course number; course name; lecture designation (module) , a lecture topic, and instructor's name.
  - ❑ Put the course number, name, and lecture designation at the beginning of each lecture designation.
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# GUIDELINES FOR CREATING PODCASTING AUDIO MATERIALS FOR EDUCATION

- Some software, such as Camtasia, will allow you to create presentations from your own desktop, independent of our production studio.
  - If you are following this route, it is extremely important that the audio on your presentations is the best it can be.
  - Compression will not improve a poor recording and can only degrade it further.
  - There are some guidelines that can be followed to perform good audio recordings.
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# GUIDELINES FOR CREATING PODCASTING AUDIO MATERIALS FOR EDUCATION

## ■ Guidelines for Audio Recordings

- ❑ Make sure you are in a quiet area, free from excessive noise or interruptions (phone, etc)
  - ❑ Use a quality microphone (USB mics work well).
  - ❑ If using a mic/headset combo, do not put the mic directly in front of your mouth; you will get pops on the audio track.
  - ❑ Adjust the mic so it just to the side of your mouth.
  - ❑ Perform test recordings - more than once if needed.
    - You do not want distorted audio (which is unintelligible) or audio that is too low.
  - ❑ Pay careful attention to the recording formats that your software has available.
    - Keep in mind that higher quality also means a larger file size; important issue for Web presentations.
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# PODCASTING RESOURCES

- Many podcasts can be found at:
    - [www.itunes.com](http://www.itunes.com)
  - However to listen and download their podcasts, you must install **iTunes** client program from their site.
  - Once there, do a Power Search.
  - As an alternative to iTunes, you can locate other podcast files, using a search engine (e.g. Google) to find them.
  - Some examples of podcast repositories are:
    - <http://www.getapodcast.com/>
    - <http://www.podcastdirectory.com/>
    - <http://www.pandia.com/powersearch/index.html#radio>
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